

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Dress Code	
Policy Number: PRP 10	Standards/Statutes: ARM 37.27.108.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To define appropriate staff attire in the workplace

POLICY: Staff are expected to use good, sound common sense in the selection of their attire and grooming in the workplace that will reflect a professional appearance. Supervisors and/or the Administrator may make the determination of what is and is not appropriate.

PROCEDURE:

- I. The variables associated with defining, in specific terms, acceptable or unacceptable style or type of clothing verges on the infinite, given the constant changing styles. Therefore, the following list will constitute guidelines and should be understood as not being all-inclusive and/or exhaustive and is subject to determination of appropriateness or inappropriateness by supervisors or the Administrator.
 - A. Personal hygiene and grooming are imperative daily necessities.
 - B. T-shirts, sweatshirts and sweatpants of any type or form are unacceptable.
 - C. Blue Denim jeans, overalls, coveralls, or Carhart type jeans are unacceptable.
 - D. Any clothing that is worn, frayed, patched, faded or containing holes is unacceptable.
 - E. Any clothing that is suggestive, or revealing, including, but not limited to: halter-tops; spandex; tank tops; low cut; see through; shorts; short mini-type skirts; athletic type shirts; muscle type shirts; going bra-less, are all-unacceptable.

- F. Caps or hats, bandanas, sweatbands or any similar headwear is unacceptable.
- G. Footwear must be securely secured to the foot for safety purposes. Super high-heels, hunting-type boots, snow PACs, and shower-type sandals are unacceptable.

II. Casual Day

- A. Fridays are considered to be a casual, dress-down day. Casual does not mean sloppy and all the above unacceptable clothing items apply to this day as well, with the exception of allowing jeans to be worn.
- B. Any staff having meetings, court appearances, or any other form of public meeting on Friday, casual day should not be considered as appropriate dress for these instances.

III. Exceptions

- A. The immediate supervisor and/or the Administrator must approve any exceptions to the dress code.
- B. Examples of exceptions may include, but not necessarily limited to: type of job performed or special activities.
- C. Common sense must and will prevail when granting exceptions.

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